



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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*"To Enrich Lives Through Effective And Caring Service"*

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May 31, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

22 May 31, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

### **COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2016-2017 RECOMMENDED BUDGET (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the departmental staffing provisions by implementing classification actions related to the Board of Supervisors' approved Fiscal Year (FY) 2016-2017 Recommended Budget, by adding one (1) new classification, by changing the title and salary tier for one (1) non-represented classification, by adding salary movements for two (2) unclassified classifications, by deleting two (2) non-represented classifications, by adding a new budget unit, and by implementing other routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2016-2017 Recommended Budget; to add one (1) new classification in the Department of Public Works; to change the title and salary tier for one (1) non-represented classification in the Department of the Board of Supervisors; to add salary movements for two (2) unclassified classifications; to delete two (2) non-represented classification; to add a budget unit in the Department of Health Services; and to implement routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The actions recommended in this letter were approved, in concept, by your Board of Supervisors (Board) as part of the FY 2016-2017 Recommended Budget on April 12, 2016. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate classification and level of new positions. This letter implements these specific changes to the departmental staffing provisions to be effective July 1, 2016.

Your Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2016-2017 Recommended Budget, delete positions no longer needed or as a result of curtailments, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

#### New Classification

We are establishing the new classification of Construction Inspector Aid in the Department of Public Works (Attachment A). This new classification will serve as a feeder class and bridge a gap in the career path to the Construction Inspector Group. The Department of Public Works has been experiencing difficulty in recruiting a large candidate pool to fill their vacancies. It is expected that this entry-level class will increase the number of eligible candidates and create new jobs by establishing an in-house training program.

#### Title Change and Salary Tier Change

We are recommending a title change and a salary tier change for one (1) non-represented classification in the Department of the Board of Supervisors (Attachment A). Specifically, we are recommending a title change for Deputy Executive Officer, Board of Supervisors (#1110) to Project Director, Board of Supervisors. In addition, we are recommending that the salary tier for this item be changed from an R12 to an S12. The justification for the title change is to reflect the function and scope of duties for this position. The salary tier change denotes the position's classified status.

#### Salary Movements

We are including the future salary movements which were inadvertently omitted for two (2) new unclassified classifications adopted by the Board on February 16, 2016.

#### Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of two (2) non-represented classifications and two (2) represented classifications (Attachment A). The Employee Relations Commission (ERCOM) has approved the represented classes for deletion and the affected departments have been informed of and have consented to these deletions. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

#### New Budget Unit

As part of a reorganization in the Department of Health Services, we have amended the staffing provision to reflect a new budget unit (6.78.085 – Integrated Correctional Health Services – Positions).

#### Routine Adjustments and Corrections

Routine adjustments and corrections are being made to the staffing provisions of various County departments. These adjustments include position deletions and adjusting entries from previous classification actions such as classification studies, reorganizations, and mid-year allocations.

### **Implementation of Strategic Plan Goals**

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

### **FISCAL IMPACT/FINANCING**

The cost of and financing for the new position recommendations have been included in the FY 2016-2017 Recommended Budget. There is no cost associated with any other actions in this ordinance.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is "to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County." The County Charter also authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these recommendations will enable departments to effect personnel actions associated with the FY 2016-2017 Recommended Budget. Ultimately, this will enhance the quality of services provided to the public.

The Honorable Board of Supervisors

5/31/2016

Page 4

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sachi A. Hamai". The signature is written in a cursive, flowing style.

SACHI A. HAMAI

Chief Executive Officer

SAH:SK:RM:SJM

AE:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Department of Human Resources  
Chief Information Office  
Affected Departments

**ATTACHMENT A**

**NON-REPRESENTED CLASSIFICATION RECOMMENDED  
FOR ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Horizons/ Choices	4194	Construction Inspector Aid	89H

**NON-REPRESENTED CLASSIFICATION RECOMMENDED  
FOR TITLE CHANGE AND SALARY TIER CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>Current Salary Schedule &amp; Level</b>		<b>Recommended Title</b>	<b>Recommended Salary Schedule &amp; Level</b>	
1110	Deputy Executive Officer, Board of Supervisors	N23	R12	Project Director, Board of Supervisors	N23	S12

**REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
8132	Assistant Toy Loan Coordinator
8133	Toy Loan Coordinator

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
1383	Assistant Traffic Rate Clerk
4719	Mental Health Clinic Program Manager